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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,062	9,848	11,910
DD/P	3,184	5,546	8,730
DD/S	1,726	6,134	7,860
DD/S (Compt. Grilled Area)	343	137	480
DD/I	1,113	5,697	6,810
DD/I (Grilled Area)	1,900	1,880	3,780
DCI	38	22	60
Map Negative	682	908	1,590
TOTAL:	11,048	30,172	41,220

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Chief, Management Staff

14 December 1956

Chief, Records Management Staff

Weekly Report - Week Ending 14 December 1956

1. Contributions

- a. Installed subject numeric filing system in offices of Chief of Film Branch and Photographic Branch, OCR. This system will expedite the filing and finding of records and assist in disposal of inactive records by providing yearly cut off procedures.
- b. Received the equivalent of 20 safe cabinets of inactive records in the Center; on hand 29968 cu.ft. = 3621 safe cabinets
- c. Destroyed equivalent of 3.5 safe cabinets of inactive records in the center.
- d. Completed 15 new and revised forms. This included two special requirements - the Biographic Profile for Office of Personnel and the Application and Claim for Home Service Transfer Allowances requested by the Special Asst to the DD/S (Mr [REDACTED]).

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2. General News

- a. Eighteen persons from the DD/P area conducted a special test alert at the Vital Materials Repository on 8 December.
- b. Three members of the staff and two from the Records Center were interviewed for the Area Records Position vacancy to be created in OTR shortly.

3. Training on the Job [REDACTED]

20 hrs.  
4 hrs.  
4 hrs.

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Mgts/RMS/ [REDACTED] jml(14Dec.56)

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*[Handwritten signature]*  
12/14/56

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